

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**

KAFB INSTRUCTION 34-103

21 APRIL 1998

Services



USED VEHICLES SALE LOT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Kirtland Web site: <http://www.kirtland.af.mil>. If you lack access contact the Publishing Office (377 CS/SCSP).

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This instruction implements Air Force Policy Directive 34-1, *Air Force Services Combat Support Programs*, and establishes responsibilities and procedures for the operation and use of the used vehicles sale lot managed by the staff of the Auto Hobby Shop. Authorized personnel are identified in paragraph 3. This instruction requires the collection and maintenance of information regarding the vehicles offered for sale and of information protected by the Privacy Act of 1974. The authorities to collect and maintain the data prescribed in this instruction are United States Code 8012 and Executive Code 9397.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

- 1. Responsibility .** The personnel from the Auto Hobby Shop will monitor and administer the program to ensure only vehicles of authorized personnel are offered for sale. The Auto Hobby Shop will charge and collect a service fee which will be used for recreation programs on Kirtland Air Force Base (KAFB).
- 2. Location .** The customer service area is located in Building 20375. The used vehicle sale lots are located in the Wood Hobby Shop compound at Texas and M Streets and by the car wash, building 20378, on south Texas Street.
- 3. Eligibility .** Only the owner of the vehicle or an individual with a power of attorney (POA) may register a vehicle to be placed at the used vehicles sale lot. The following individuals are eligible to use the lot:
 - 3.1. Army, Navy, Marine or Air Force active duty or retired personnel, members of reserve units, and New Mexico Air National Guard (NMANG).

- 3.2. Family members of active duty or retired military and NMANG.
- 3.3. Department of Defense (DoD) civilians and their family members, including non-appropriated fund employees, and retired DoD civilians and their family members.
- 3.4. Army and Air Force Exchange Service employees including retired employees.
- 3.5. Employees of on-base agencies.

4. Procedures.

4.1. The Auto Hobby Shop will inform customers if any slots are available. The slots for cars, trucks and motorcycles in the Wood Hobby Shop compound are located at Texas and M streets. There are 20 slots for recreational vehicles (RVs) and boats located at the base car wash on Texas Street adjacent to the Auto Hobby Shop.

4.2. To register a vehicle for sale, the vehicle must be road-worthy and in running condition. Vehicles with fluid leaks, i.e., brake fluid, gasoline leaks, anti-freeze, etc., will not be placed on the lot. To register a vehicle for sale, the following items must be available and current:

- Insurance certificate
- Vehicle registration
- Identification card
- Driver's license

4.3. Vehicles may remain on the used vehicles sale lot for 30 days. After 30 days the patron may renew for another 30 days. Sixty days is the maximum time allowed. If the patron sells the vehicle and uses the same slot for another vehicle, it must be registered at the Auto Hobby Shop and a new fee must be paid.

4.4. Fees for each 30 day period are:

- Cars and trucks - \$10
- Boats - \$15
- Motorcycles - \$5
- RVs - \$20

4.5. The hours of operation to register a vehicle for the used vehicle sale lot are:

Tuesday- Saturday	1200-1630
Sundays, Mondays and holidays	Closed
Tuesday after a Monday holiday	Closed

4.6. The Auto Hobby Shop will issue KAFB Form 343, **Application For Selling Vehicles on KAFB**. This form will be maintained on file at the Auto Hobby Shop.

4.7. The Auto Hobby Shop will issue KAFB Form 20, **For Sale Sign**. This form will be displayed inside the vehicle in the upper left-hand corner above the steering wheel. This sign must be removed from the vehicle when the vehicle is permanently removed from the lot.

4.8. The use of vehicles sale lot will be at the owner's risk. The Auto Hobby Shop will assume no responsibility for the vehicle while it is parked at the sales lot.

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4.9. The sale lots will be inspected weekly by staff members of the Auto Hobby Shop to ensure compliance with this instruction. If a vehicle is found to be defective, as identified in paragraph 4.2, the owner will be notified to remove the vehicle from the lot immediately.

5. Forms Prescribed KAFB Form 20, For Sale Sign.

KAFB Form 343, **Application For Selling Vehicles on KAFB.**

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